



MEMORANDUM

TO: Superintendents

FROM: Michele Walker,
Office of Student Assessment

DATE: February 22, 2010

SUBJECT: Diagnostic Assessment Update

The Diagnostic Assessment Tools Application is due **March 1** and is submitted via an electronic survey.

Please keep in mind two important points:

- All schools planning to utilize the diagnostic tools during the 2010-11 school year MUST complete an electronic submission, including current users.
- Current users of the tools (schools) requesting to make modifications for the 2010-11 school year (i.e., add a diagnostic tool—mCLASS or Acuity), MUST apply to do so during this process.

Information regarding the application is attached to this email. Please see below for more details.

The survey [link](#) to apply for the 2010-11 diagnostic assessment tools is open until 4:30 p.m. EST on March 1. (Click on the word “link” in the previous sentence to access the survey.)

- After completing the survey, click “**Done**” in order to submit your application.
 - Within 72 hours of submission, a confirmation of receipt will be sent to the email address for the person that submitted the application.
- ❖ The application process has been revised for the 2010-2011 school year. There will be two phases utilized to collection information:
- 1) First, all school-level information will be collected through this initial application survey.
 - 2) A second survey will be used to collect corporation-level information at a later date.

- ❖ As a reminder, the survey is designed to be completed by Test Coordinators at each school. If preferred, the Corporation Test Coordinator may submit the survey for each school applying within the corporation.

IMPORTANT NOTES:

- The application survey (electronic submission) **MUST** be received on or before the **March 1, 2010** deadline.
- **All schools planning to utilize the diagnostic tools during the 2010-11 school year** **MUST** complete an electronic submission, **including current users**.
- **Current users** of the tools (schools) **requesting to make modifications for the 2010-11 school year** (i.e., add a diagnostic tool—mCLASS or Acuity), **MUST** apply to do so during this process.

Please also note: Many of your questions may be answered at the beginning of the application or within the application document.

Important deadlines:

January 29, 2010	Application and Requirements Release
Between February 3 and February 5, 2010	Application Survey (Electronic Submission) Window Opens
February 1- February 26, 2010	Questions Submitted Electronically (as needed) via diagnostic-application@doe.in.gov
March 1, 2010	Electronic Submission Due
March 15, 2010	Signoff Email Sent to Superintendent
Mid-April, 2010	Notification

For assistance related to the application process, please contact:

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Office of Student Assessment
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